



## AGENCY REVIEW

### Request for Conditional Commitment for Loan Note Guarantee

Received: \_\_\_\_\_ Reviewed: \_\_\_\_\_

#### I. Borrower and Property Information

Borrower Name: \_\_\_\_\_ Co-Borrower Name: \_\_\_\_\_  
Property Address: \_\_\_\_\_ Lender: \_\_\_\_\_

*The Lender must underwrite the applicant and property information to ensure that the loan meets all program criteria. The Agency must review the lender's documentation to ensure that loans guaranteed meet program requirements. The Agency generally does not review the content of a lender's underwriting analysis, the Agency will review the lender's underwriting decisions in limited circumstances:*

- |  |  |
|--|--|
| <input type="checkbox"/> Lenders/Underwriters that are new to the program.         | <input type="checkbox"/> Lenders working with funded buydown accounts.   |
| <input type="checkbox"/> Lenders submitting incomplete or inaccurate applications. | <input type="checkbox"/> Lenders with significant monitoring findings. (i.e. high first year or serviced delinquency, non-compliance issues) |
| <input type="checkbox"/> Lenders requesting repayment ratio waivers.               |  |

#### II. Review of Lender's Underwriting Decision

The following items have been reviewed as part of the lender's request for commitment for loan guarantee. My review and approval acknowledges confirmation that the loan guarantee request meets program requirements.

X	ITEMS REVIEWED
<input type="checkbox"/>	Form RD 1980-21, "Request for Single Family Housing Loan Guarantee" - fully executed by borrower/lender. <b>Original signature and 1/2003 revision required.</b>
<input type="checkbox"/>	Form AD 1048, "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusions" - signed by the applicant(s).
<input type="checkbox"/>	Credit Alert Interactive Voice Response System (CAIVRS) number.
<input type="checkbox"/>	Application (FNMA 1003).
<input type="checkbox"/>	Good Faith Estimate of points and closing costs.
<input type="checkbox"/>	Summary of income calculations and back-up documentation for all adult members of the household. (full or alternate documentation for employed borrowers)
<input type="checkbox"/>	Summary of ratio calculations and documentation supporting waiver request, if applicable.
<input type="checkbox"/>	Underwriting analysis - fully executed by underwriter.
<input type="checkbox"/>	Credit Report (tri-merge or RMCR)
<input type="checkbox"/>	Appraisal (1004 or 2055) and property condition (see National Office guidance for existing and new construction inspections).
<input type="checkbox"/>	Purchase Agreement.
<input type="checkbox"/>	FEMA 81-93, Standard Flood Hazard Determination.

### III. Agency Review of Program Requirements:

#### **Analysis of Income Calculations and Adjusted Household Income:**

County: \_\_\_\_\_  
HH#: \_\_\_\_\_  
Low Limit: \_\_\_\_\_  
Mod. Limit: \_\_\_\_\_

#### **Repayment Income/Ratio/Payment Shock Analysis:**

**Stable Monthly Income** per FNMA 1008, Uniform Underwriting and Transmittal Summary:

Total Income/Borrower: \_\_\_\_\_  
Total Income/Co-Borrower: \_\_\_\_\_  
**Total Income/Combined:** \_\_\_\_\_

#### **Qualifying Ratios:**

PITI: \_\_\_\_\_ %  
TD: \_\_\_\_\_ %

**Payment Shock Evaluation:** Past Rent: \_\_\_\_\_ Proposed PITI: \_\_\_\_\_

**Payment Shock:** \_\_\_\_\_ % (Rent / PITI - 1 = %)

**Additional Evaluation if payment shock > 100%:**

#### **Evaluation of Repayment Ratio Waiver Request (written waiver required):**

#### **Evaluation of Buydown Proposal - (written waiver required if ratios at the note rate exceeded):**

[Consider justification for buydown and documentation that indicates ratios will meet in third year of loan.]

#### **Credit Evaluation:**

☐ RMCR ☐ Three File Merge Credit Scores: B: \_\_\_\_\_  
CB: \_\_\_\_\_

**Analysis of Credit:** [Limited review when CS > 660. When < 660, additional analysis. Additional documentation necessary when CB credit score < 620]

**Analysis of Property:**

**Condition of Property - Comments:**

**Inspections:**

<b>Purchase Type</b>	<b>Repairs?</b>		
<b>Existing Home</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
• Valuation Condition Sheet (VC) – <i>When appraiser on FHA Roster</i>			
• Home Inspection Report – <i>When appraiser not on FHA Roster</i>			
• Termite and Dryrot Clearance (is applicable)			
• Well - flow (if applicable)			
• Well purity			
• Septic Clearance (if applicable)			

<b>Purchase Type</b>	<b>Evidence Of:</b>		
<b>New Construction</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
• Building Permit – <i>Required to be maintained in lender's file</i>			
• Footing Inspection – <i>Required to be maintained in lender's file</i>			
• Framing Inspection – <i>Required to be maintained in lender's file</i>			
• Final Inspection – <i>Required to be maintained in lender's file</i>			
• Builders Warranty - 1 year – <i>Required to be maintained in lender's file</i>			

<b>Purchase Type</b>	<b>Evidence Of:</b>		
<b>New Construction - Manufactured Housing:</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
• Contract (unit + development) with approved dealer-contractor			
• Building Permit – <i>Required to be maintained in lender's file</i>			
• Footing Inspection – <i>Required to be maintained in lender's file</i>			
• Framing Inspection - as applicable – <i>Required to be maintained in lender's file</i>			
• Final Inspection – <i>Required to be maintained in lender's file</i>			
• Builders Warranty - 1 year – <i>Required to be maintained in lender's file</i>			
• Dealer-Contractor Certification			
• Appraiser Certification			

**IV. Summary: (i.e. Strengths, Weaknesses, and Comments):**

**CERTIFICATION OF DECISION:**

☐ **Approved**

☐ **Denied**

Approval Official - Rural Development

Date